

THE UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF GEORGIA

Vacancy Announcement #2003-07

POSITION: Case Administrator

LOCATION: Savannah Georgia

STARTING/DEVELOPMENTAL Salary Range: CL 23 (\$25,464 - \$41,380) Depending On Qualifications (DOQ)

POTENTIAL Salary Progression to: CL 24 (\$28,201 - \$45,828) (DOQ)

CLOSING DATE : Friday, June 20, 2003 by 5:00 p.m.

POSITION OVERVIEW

The Savannah Clerk's Office is seeking applicants for a temporary indefinite appointment as a Case Administrator in the case opening section. The incumbent will maintain official court records and interact with the public directly and by telephone. The incumbent will engage in a variety of case administration and case opening functions including, but not limited to the following:

- Receive and check incoming documents for conformity with federal and local rules;
- Receive and maintain daily incoming fees and receipts;
- Maintain the official case events summary on the docket from opening to final disposition for all bankruptcy filings and related adversary proceedings;
- Examine and type docket entries reflecting the date and nature of each document filed;
- Scan and file case related documents;
- Check a variety of reports (Deadline Reports, Closing Reports, Discharge Report);
- Transmit calendaring information to appropriate personnel;
- Provide non-legal and procedural information to the public;
- General office support (e.g., answering telephones) and other related duties as assigned.

MINIMUM REQUIREMENTS

To be considered for this position, a person must be a high school graduate or equivalent with a minimum of two years progressively responsible clerical experience. Candidate must possess exceptional computer and communication skills with a demand for accuracy and quality assurance. Some educational credits may be substituted for experience (30 semester or 45 quarter hours equals nine months of experience). Candidate must be a team player who is dependable, detail oriented and able to work in a multitask, fast-paced environment. This position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively.

SPECIALIZED EXPERIENCE

College degree, higher education courses, and/or prior court/legal experience are preferred. Qualified applicants should have a minimum two years specialized experience including at least one year equivalent to work at the CL-23 level to qualify for a CL-24 level. Specialized experience includes general knowledge of the Bankruptcy Codes and Rules; local rules and procedures concerning the processing of cases filed under the Bankruptcy Code. Candidates must demonstrate the ability to apply a body of rules, regulations, directives or laws. General knowledge from routine use of Word Perfect, Adobe Acrobat, Internet browsers and regular use of scanning equipment are desirable.

INFORMATION FOR APPLICANTS

Employees of the United States Bankruptcy Court are "AT WILL" employees and are required to adhere to a Code of Conduct. The United States Bankruptcy Court's hiring procedures adhere to guidelines set out in the Court's Employee Dispute Resolution Plan. Due to the volume of applications usually received, the best-suited applicants will be invited for group testing and personal interviews.

- ◆ Applicants selected will be notified by telephone and/or mail;
- ◆ Applicants selected for interviews are subject to National Crime Information Center (NCIC) background check;
- ◆ The best suited applicant meeting the needs of the court will be selected;
- ◆ All appointees are required to be in a one-year probationary status; this status is determined by length of the appointment and job performance;
- ◆ The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may offer without prior written or other notice;
- ◆ Duty station assignments are at the discretion of the Clerk of Court;

- ◆ In the event that a position becomes vacant in a similar classification within 90-days from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position;
- ◆ Relocation and/or travel expenses will not be reimbursed;
- ◆ More than one position may be filled with this job announcement;
- ◆ Candidate may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level;
- ◆ Applicants **must** be a U. S. Citizen or eligible to work in the United States;
- ◆ A mandatory electronic direct deposit of salary payments are required;
- ◆ **Incomplete applications will not be considered.**
- ◆ **No telephone or electronic inquiries will be permitted.**

BENEFITS

- ◆ Accrue 13 to 26 days of paid vacation per year depending on length of federal service;
- ◆ Accrue 13 days of sick leave per year;
- ◆ Ten paid federal holidays per calendar year;
- ◆ Participation in a pre-tax Federal Employees Health Insurance Program;
- ◆ Participation in Group Life Insurance, Long-Term Care Insurance and Long-Term Disability programs;
- ◆ Participation in a pre-tax Flexible Spending Account;
- ◆ Participation in a Retirement Program with investment opportunities through the Thrift Savings Plan.

Submit Resume with three Professional References via Facsimile or Mail Services to:

*Human Resource Manager
United States Bankruptcy Court
Confidential Announcement # 2003-07
P. O. Box 8347
Savannah, GA 31412
or
Fax to: 912-650-4135*

AN EQUAL OPPORTUNITY EMPLOYER